Washington Traffic and Records Committee
Meeting Minutes from 14 March 2005

Dan Belles – WSP
Marlene Boisvert – WSP
Don Fernandes – DOH
Nadine Jobe – DOT
Roger Draft – FMCSA
Kirk Gillette - NHSTA
Brian Limotti – DOT
Steve Lind - WTSC
Randy McKown – AOC

Chris Madill – WTSC
Dirk Marler – AOC
Marcia Marsh – WTSC
Mike Martin – DOL
Lowell Porter - WTSC
Joanne Thompson - DOL
Phil Salzberg WTSC
Paul Sullivan - DOT
Anna Yamada – DOT

PTCR Revision – Brian Limotti for Dan Davis

Discussion: The revision process is drawing to a close. There are two outstanding issues regarding content of the new form. The first is the ejection path. This element has been dropped from the new form as a result of suggestions from various law enforcement officers and the FARS analysts. The second element, capturing the name of tribal reservations for collisions occurring within reservation boundaries, has a more complex set of concerns attached to the recommendation. Brian suggested and offered to speak with the Attorney General's office to ensure we are approaching the issues appropriately and legally.

MMUCC compliance of Washington State's collision form is can important aspect for the revision effort. Our state appears to be 82% compliant with regard to data elements. There is a debate as to how terms such as partial and full compliance are being defined by NHTSA. Compliance to the Federal MMUCC standards is a critical component to track because future funding may be attached to compliance. The PTCR revision committee is certain that current revision efforts will raise the state's compliance rate. Kirk Gillette of NHTSA offered to track down clearer definitions of terms related to MMUCC compliance to help further the committees work.

Electronic Collision Reporting Standards - Brian Limotti
Brian stated the next meeting for standards subcommittee is 25 March 2005. Brain sent the current list of business edits to Mike Albert for a "reality check." Tacoma P.D. is reviewing the document. Brain discussed the progress report provided to the committee in the form of a handout.

Nadine Jobe, Paul Sullivan and Brian Limotti have taken responsibility for assembling the items (listed below) and presenting them to the subcommittee for final review on March 25, which will conclude the subcommittee's work.

1. E-collision business edits and rules
2. E-collision business process flow
3. XML schema for transfer of collision data
4. Collision database structure definitions
5. Identification of common fields that can be shared and used to auto-populate both the e-collision and e-ticket, also which are manually entered and which are captured by bar code
6. List of state contacts for information on the project
7. Future enhancements (GPS for location, digital photos integrated into tickets or collision reports, etc.)

Nadine cautioned the mapping structure might need to be used underneath the GPS. Otherwise, GPS will track from the location where report was written rather than the location where the collision occurred. It was also noted that GPS is not currently utilized by officers, yet it is still a part of the long-range process of planning and recommendations.

Data Collection Software and eTrip – Dan Bales
Dan reported the following were being addressed by the subcommittee:
1. The RFP for the Traffic Data Collection Software (TDCS) was released to vendors Tuesday 8 March 2005 and can be located on the courts website. Evaluation committee process is to be completed and selection will occur by 20 April 2005.
2. Improved communication – work has been done to get the word out to law enforcement agencies throughout the state. A webpage will soon be provided. The eTRIP subcommittee is working to secure presentation slots at various conferences and meetings. Conferences currently scheduled for presentations include:
    a. 3-Flags Conference, April 5,6
    b. LEIRA Conference, 27,28,29
    c. WAPSC Conference, May 23,24,25
3. Signature Legislation
4. 2-D Bar code for Vehicle Registrations- pilot test is currently one week behind schedule. Production is still scheduled for July 1. All Washington State registrations will be bar coded by July 2006.
5. Data standards – The Dept. of Transportation is finalizing the standards packet for distribution to all agencies who wish to begin development of processes to submit collision data electronically.

Timeline for the final TDCS product is set for later in the year October/ November 2005.

Action: Send website link for AOC and RFP.

Citation Signature Legislation – Dirk Marler

Discussion: Dirk reported that things in the Legislature are moving well. A compromise with the legislation committee was achieved. Legislation committee says you do not need a signature if electronically gathered or sent via mail. If on paper, signature is necessary. Companion bill is now in Rules Committee process. Deadline to move out of House of origin is 16 March 2005. House bill is ready to move.

Traffic Records Committee Website
Discussion: The Washington Traffic Safety Commission is currently in contract negotiations with a web designer who will construct the Traffic Records Committee Website. Once the site is created, Chris Madill will maintain and update the site.

Allocation of Remaining Traffic Record Funds – Chris Madill

Discussion: Several concerns and strategies were discussed regarding the use of the remaining 411 funds. The Committee walked through the process of determining the most appropriate place to dedicate the remaining funds. Updates were given for each of the projects contained in the Washington Traffic Records Strategic Plan. Chris provided an updated version of the Traffic Records Projects Structure Graphic (see Attachment 1). Because funding has been secured for four of the high priority projects, the remaining two -- the Washington EMS Information System (WEMSIS) and the Electronic Traffic Information Processing (eTRIP) initiative -- are the logical choices for funding. The Dept. of Health and Don Fernandes (project manager for the WEMSIS Project) are supportive of funds being allocated to eTRIP at this time. Because the eTRIP initiative is currently focused on the acquisition of the TDCS application, the recommendation is for remaining funds to be allocated to this project.

Action: Motion- Recommended that we dedicate held over funds to the Traffic Data Collection Software (TDCS) project. First: Dirk Marler, Second: Brian Limotti, motion carries.

Welcome - Lowell Porter-

Lowell Porter, Director of WTSC stated he was excited to be a part of Traffic Safety Commission. He considers himself a data junky and over the years has noticed that bad decisions are made based on inaccurate data. Lowell has observed the collaboration among those at WTSC with stakeholders/partners. He too values the opinions and involvement of the community at large when setting public policy. Lowell also invited responses to how he can help with the current priorities and projects of the TRC.

April meeting date: Cancelled

Washington Traffic Records Strategic Plan

Collision Data Timeliness Improvement — *Funded*

Washington EMS Information System

Electronic Traffic Information Processing Initiative (eTRIP)

Cont. to Mobility Integrator — *Continue to Evaluate*

WA-Trans — *Conducting Pilot Tests through '05*

Web based Citizen Collision Reporting — *DOT's Lowest Priority*

Collision Image Access — *Funded*

TRC Website — *Funded*

Electronic Court Location Coding — *Funded*

eTRIP PROJECTS				
Groundwork	Barcode Imprinting of Licenses & Registrations — *Being Implemented*	PTCR (Collision Form) Revision — *In Progress*		
Exchange Infrastructure		Data Exchange Infrastructure Among Agencies — *JIN*		
Law Enforcement Collection System	In-field Traffic Data Collection Software Application	Hardware Acquisition & Installation	Law Enforcement Software Training & Support	
Data Repositories Modifications	Electronic Citations Filing Infrastructure at AOC	Driver System Modifications at DOL	Collision (CLAS) System Modifications at WSDOT	Collision Records Retention Schedule System
Long-term System Enhancements		In-field Graphical Location Reference Tool	Future Enhancement Projects?	